

OPI Assessment Conference
Student Data in the Infinite Campus OPI AIM System

1) January 4th – January 22nd, AIM Assessment Registration Data:

- » On January 26th the OPI starts extracting data from AIM to provide it to Measured Progress. This data extraction process continues through the end of the testing window, which is the end of May.
- » This includes students enrolled in grades 3-8 for the online Smarter Balanced English Language Arts (ELA) and Math tests.
- » On Jan. 26th, the OPI does a single data extraction which includes students in grades 4, 8 and 10 for the CRT Science and Science ALT Test booklet barcode labels.
- » The Jan. 26th data extraction also includes 11th grade student data for ACT test booklet barcode labels.
- » Students must be entered into AIM prior to 1/26/17 to be registered; however testing requirements apply even if a student is enrolled after 1/26/17.
- » All students' demographic and enrollment data should be accurate in AIM.
- » Alternate Assessment information will be gathered from the Special Education IEPs. Districts can get a list of these students by running the State Published adhoc report in AIM.

2) February 6th – February 10th, AIM Spring Count Enrollment and Aggregate Hours Data Collection:

- » This data is used for district Average Number Belonging (ANB) funding, based on students enrolled as of 2/6/17.
- » Update student demographics and enrollment data.
- » Enter aggregate hours of instruction data for all students enrolled on 2/6/17.

3) March 21st – April 4th, AIM Test Window Attendance and Aggregate Hours Data Collection:

- » These data items are used in identifying the students who are expected to be tested.
- » These data items should be updated for **all students**, not just the tested grade level students.
- » Enter aggregate hours of instruction and count date absence data for all students enrolled on 3/21/17.

4) March 21st – April 11th, AIM Test Window Program Participation Data Collection:

- » This data is used for identifying groups of students in each program and must be accurate in AIM as of the Test Window Count date of 3/21/17.
- » This includes Demographic, Enrollment and Program Participation data including LEP and FRAM data.
- » Additional Program Participation data to be updated includes Immigrant, Homeless, Gifted and Talented, 21st Century, Title 1, Job Corps, Montana Youth Challenge, Military Connected, 504, foreign exchange and SES.
- » These data items should be updated for **all students**, not just the tested grade level students
- » Special Ed. 'setting', 'exit date' and 'exit reason' fields on the enrollment tab also need to be updated.

5) AIM Data Accuracy Reminders for Data Collections:

- » All student demographic and enrollment data should be updated in AIM. This includes:
 - New students with accurate start dates (first day in class room) and start status
 - Withdrawn students with accurate end dates (last day in class room) and end status
 - Possible end of semester grade level changes (in the enrollment record)
- » If data is being uploaded into the AIM system, please keep in mind the time it may take for the data to go through the uploading and syncing process to get to the state database level. If timing is a concern, students can be hand entered into AIM to expedite this process.
- » For students transferring into your district from another district in Montana, be sure to find and select the correct student using 'Student Locator' that already exists in AIM. If you cannot find them in AIM, please call the AIM help desk and the OPI staff can help you find them.
- » Completed special education evaluations and IEPs should be locked.
- » Data verification tools to use: State Published Adhoc Filters in AIM, Enrollment Reports and OPI User Guides on AIM web site.